

**NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION  
IMPLEMENTATION GUIDANCE FOR NAVAIRINST 12430.5  
“PERFORMANCE MANAGEMENT PROGRAM”**

The following guidance/clarification of NAVAIRINST 12430.5, Performance Management Program is provided to facilitate migration from the current APAS/ PARS programs to the new two level pass-fail civilian performance rating system. The guidance was developed by a NAWCAD Labor Management Partnership sub-committee chartered to develop an implementation process. NAVAIRINST 12430.5 is implemented as is with specific clarification below:

**Paragraph 6:**

A performance standard is a statement of the expectations or requirements established for a critical element. (6.a)

An employee's performance appraisal will be based on overall performance for the entire appraisal period and not on minor isolated instances of a typical performance. (6.a /6.d/6.h)

An acceptable rating of record is required to be considered for pay related awards (such as QSI's) as further defined in the awards instruction. (6.f/6.g/9.f)

Supervisors will make every effort to complete ratings of record within 30 days of the end of the appraisal period. (6.f/8.b.5)

Awards are intentionally de-coupled from performance ratings and will be covered by a separate awards instruction. (6.f/9.e)

**Paragraph 7:**

Supervisors shall actively seek performance feedback from sources such as Team Leaders and customers IAW NAWCADINST 12430.1, Feedback Process. Employees are entitled to review Feedback information as soon as possible. (7.b.3/8.b.1)

Any discussion of unacceptable performance must be in writing and specific enough to ensure employee and supervisor understand the steps needed to bring performance to an acceptable level. (7.b.4/8.b.3)

**Paragraph 8:**

Supervisors are discouraged from adding additional critical elements unless mandated by specific requirements of that employee's assignment. When additional critical elements are required, they will be annotated on the Performance Appraisal Form. (8.a.2/8.a.4/Performance Appraisal Form Additional Critical elements/Written Comments)

An employee's critical elements will include Critical Element 2 (Team Leader responsibilities) when the employee's Position Description (PD) lists Team Leader duties, or by mutual agreement between the supervisor and the employee. (8.a.2/Critical Element 2)

At the time performance standards are set, the employee will have an opportunity to comment on the accuracy of their PD. If disputes cannot be resolved, the employee may choose to have union representation and/or use an alternate dispute resolution process. (8.a.4)

Supervisors shall actively seek performance feedback from sources such as Team Leaders and customers IAW NAWCADINST 12430.1, Feedback Process. Employees are entitled to review Feedback information as soon as possible. (8.b.1/7.b.3)

Any discussion of unacceptable performance must be in writing and specific enough to ensure employee and supervisor understand the steps needed to bring performance to an acceptable level. (8.b.3/7.b.4)

First level supervisors have full authority for “acceptable” Ratings of Record, and a copy of the close-out or final acceptable rating will be given to the employee at the completion of the face-to-face review. (8.b.4/8.b.5)

Supervisors will make every effort to complete ratings of record within 30 days of the end of the appraisal period. (8.b.5/6.f)

### **Paragraph 9:**

Awards are intentionally de-coupled from performance ratings and will be covered by a separate awards instruction. (9.e/6.f)

The NAWCAD Labor Management Partnership will provide input to the awards instruction development team to clarify/better define specific criteria for awards. (9.e/9.f)

All conditions set forth in this instruction regarding awards (including QSI) are subject to provisions of the Awards Instruction. (9.e/9.f)

An acceptable rating of record is required to be considered for pay related awards (such as QSI's) as further defined in the awards instruction. (9.e/9.f/6.f)

### **Paragraph 10:**

Negotiated grievance procedures are detailed in individual union contracts. (10)

### **Appendix A:**

Acceptable as written.

## **PERFORMANCE APPRAISAL FORM**

### **Critical Element 1:**

Pertains to the technical execution of duties assigned.

“Readily accepts...the work to be accomplished” does not preclude discussion of workload, schedules, or priorities in acceptance of tasks. Such discussions are encouraged.

“Supports and implements policies...regulations” as it pertains to the job.

**Critical Element 2:**

IAW CAO guidance, non-supervisory Team Leaders will not be Responsible for selection of team members, but for conducting Negotiated agreement with responsible Competency Managers/ Supervisors. It will be the Competency Manager/Supervisor's Responsibility to assign employees to teams without regard to non-merit factors.

NAWCAD Team Leaders shall use the process established in NAWCADINST 12430.1, Feedback Process, to provide Supervisors With performance input on team members.

**Critical Element 3:**

Acceptable as written.